OFFICE OF THE STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION

MyCalPAYS

CSECC Pledge Form
Outbound Interface Information
Package

REVISION HISTORY			
REVISION #	**DATE OF RELEASE**	**OWNER**	**SUMMARY OF CHANGES**
1.0	10/18/10	Karen Roy/RD Frazier	Initial Document
1.01	March 25, 2011	RD Frazier	Revised to show that interface file recipient is SCO Production Operations.
1.02	September 26, 2011	RD Frazier	Revised record layout per feedback from interface recipient and Technical Team.
1.03	October 24, 2011	RD Frazier	Remove reference to CSV format per direction from the Technical Team.
1.04	September 12, 2012	Becky Arena	Updated document with most current Functional Specification Information

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I. INTRODUCTION

This is an outbound interface that extracts employee master data from MyCalPAYS and sends it to SCO Production Operations.

Business Purpose:

To provide California State Employees Charitable Campaign (CSECC) with the necessary data to create contribution pledge request forms for their annual pledge drive.

Related Business Processes:

N/A

II.   GENERAL INFORMATION

The following general requirements must be met in order to participate in the interface process:

- Continue to operate and maintain third party system beyond Go-Live.

- Set in place internal business practice changes or perform required system updates to third party internal system(s) to support the interface.

- Support testing activities for the interface.

III.   TECHNICAL INFORMATION

- The file is generated in a single file format.

- Format is a fixed length.

- File encoding is ASCII.

- Server Type: Secure File Transfer Protocol (SFTP).

- Conform to standard MCP outbound file naming convention.

IV.   RECORD FORMAT

Frequency	☒ Annually
Direction	☒ Outbound
Source System	MyCalPAYS
Target System	SCO Production Operations
Classification of Data	☐ Confidential ☐ Sensitive N/A
Data Volume Estimate	☒ Recurring: __250, 000__ records every _____Year_____
Scheduled	☒ Manual (User Started)
Data Time Period	☒ Daily **Record Selection Scope:** ☒ All records
Selection Method of Records	☒ Automatic (rules defined below) ☐ Other: _____ **Description:** All active employees (PA0000-STAT2 = '3'). If concurrently employed use the personnel number associated with their main assignment. Ref: FS_HCM_PA_EN_CE Get Main Assignment_004.

Deleted Data	N/A
Future Transactions	**Future transactions allowed?** ☒ No **Description:** N/A
Retroactive Transactions	**Retroactive transactions allowed?** ☒ No **Description:** N/A

V.   FILE DEFINITIONS

	Source (MyCalPAYS) Fields				Mapping Rules	Target (SCO Disbursements) Fields				
#	SAP Table-Field	Type	Length	Field Description		Field Name	Type	Length	Comments	#
1	PA0002-VORNA	CHAR	40	First Name	Use first character of First Name	First Initial	CHAR	1		1
2	PA0002-MIDNM	CHAR	40	Middle Name	Use first character of Middle Name or space if no Middle Name exists.	Middle Initial	CHAR	1		2
3	N/A	N/A	N/A	N/A	Space	N/A	CHAR	1		3
4	PA0002-NACHN	CHAR	40	Last Name	User first 14 characters of Last Name	Last Name	CHAR	14		4
5	PA0001-KOSTL	CHAR	10	Cost Center	Use characters 5-7	Agency Code	CHAR	3		5
6	PA0001-KOSTL	CHAR	10	Cost Center	Use characters 8-10	Reporting Unit	CHAR	3		6
7	PA0014-LGART	CHAR	4	Wage Type	If a current IT0014 UW deduction record (wage type range 4145 – 4176) exists for the EE then, use the WT code to populate this field, otherwise use 'XXXX'.	Wage Type	CHAR	4		7
8	PA0006-ORT02	CHAR	40	County Code	Use first 2 characters IT0006 subtype 7 (Work Address) County PA0006-SUBTY = '7'	County Code	CHAR	2		8

VI. LEGACY vs. MyCalPAYS FIELDS

Legacy	MyCalPAYS
First Initial	First Name (1st character)
Middle Initial	Middle Name (1st character)
Last Name	Last Name
Agency Code	Cost Center (characters 5 – 7)
Reporting Unit	Cost Center (characters 8 – 10)
Deduction Code	Wage Type
County Code	County (characters 1 – 2)

VII.   WHAT'S DIFFERENT

Description	Comment
Department/Facility Code	The Personnel Area represents the Department/Facility codes
Position Number	The Cost Center will contain the Agency, Reporting Unit, and CFIS codes. There is no intelligence built into the MyCalPAYS position number.